



Office of the City Clerk

Weekly Report – for Week Ending October 9, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

ClerkSTAT - The monthly ClerkSTAT meeting was held.

2016 Neighborhood Council (NC) Elections:

All of the NC ballot voting model business rules and race logic have been completed, approved and entered into the election database. This will serve as the source for the ballot style definitions for both the online voting and polling-place-only voting ballot types.

Street range sample data was provided to the online voting vendor, EveryOne Counts. The data is a sampling of two neighborhood council street segments to be used for building and testing the online voter registration application.

Regular working meetings continue with EmpowerLA and EveryOne Counts to develop the online stakeholder registration and voting portals.

The City Clerk will house Department of Neighborhood Empowerment as-needed personnel at Piper Technical Center. City Clerk staff is coordinating the necessary space and equipment.

On October 6, City Clerk staff and the Los Angeles County Registrar-Recorder/County Clerk staff jointly participated in the Diversity/Disability Awareness Day hosted by CalTrans. Staff conducted a voter registration drive that yielded two new voter registrations.

Council and Public Services Weekly Statistics: (from Thursday of prior week through Wednesday of this week)

Number of Ordinances Posted/Published	0/1
Number of Notices/Publications	11
Number of Contracts Attested	47
Number of Council Files Created	109
Number of Claims Received	103
Number of Referrals	36
Number of Council Meetings	2
Number of Committee Meetings	7

Confidential Documents for Closed Sessions Go Paperless - As part of the continued effort to move to a paperless agenda managed environment, the Council and Public Services Division began another phase of its electronic record keeping. Through collaboration with the City Attorney's Office, we began receiving and disseminating City Attorney confidential materials via an encrypted email system on October 2. This will reduce hours of manual labor, eliminate paper usage and storage costs and place better controls over materials distributed. It also allows Council and staff to have electronic access via their mobile devices.

Neighborhood and Business Improvement Districts:

The South Park BID was honored with the Global Pinnacle Award for improvements in public space by the International Downtown Association at its 61st Annual Conference in San Francisco, CA.

TOP ITEMS

- **Monthly ClerkSTAT Meeting Conducted**
- **Voter Registration and Participation at the Diversity/Disability Awareness Day**
- **Paperless Confidential Documents for Council Closed Door Sessions in Production**
- **100% Completed - Neighborhood Council Election Ballot Voting Models**
- **South Park BID Honored with Global Pinnacle Award**



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Streaming Council Meetings - Granicus Video and Audio Hardware - The Information Technology Agency upgraded eight encoder servers this week. City Clerk staff upgraded Live-Manager software on six computers for the committee rooms to be compatible with the new hardware.

Digital Preservation Grant - A grant application was submitted to the National Historic Records and Publications Commission (NHPRC) for funding to accelerate the scanning of the City Council files from 1980 - 2004. We are seeking \$112,137 in federal funding over three years to be matched by City funding and in-kind contributions to the project. The City Clerk's Office is committed to scanning the Council Files from 1980 - 2004 and has initiated the project this fiscal year. With current funding levels budgeted for digital conversion of records, this project could take 20 years. The funding support requested could shorten the project by 15 years. Funding determinations by the NHPRC will be made towards the end of this fiscal year and funding could start in July of 2016.

Back Scanning of Council Files - The scanning vendor is imaging the first batch of council files from 2004. We anticipate processing approximately 10 batches in two week cycles enabling us to complete this fiscal year's portion of the project by April 2016.

Records Storage RFP - We are scheduling a hearing for the second vendor from whom we received a protest of our intended vendor selection. We have learned that the first vendor to protest has challenged the awarding of a local business credit to the selected vendor. That issue is to be resolved between the challenging vendor and the Bureau of Contract Administration. We are following up with BCA to obtain their determination as soon as possible.

Archives Projects - The City Archives posted a clip from our film collection on Traffic Officers in 1946 to our You Tube page. <https://www.youtube.com/watch?v=rooQKAUP3YE>

The City Archivist contributed a column to "Alive," the newsletter of the City Employee's Club, on the building of Dodger Stadium in Chavez Ravine entitled, "Baseball and Hardball," viewable on the City Clerk's webpage. http://ens.lacity.org/clk/rmdroot/clkrmroot340798935_10062015.pdf

The City Archives is preparing to staff a table at the LA as Subject 10th Annual Archives Bazaar at the USC Doheny Memorial Library on Saturday, October 17th from 9:00 a.m. to 5:00 p.m. This is an excellent opportunity to talk to the City Archivist and to learn about a host of other archives and repositories of historical records in Los Angeles. http://www.laassubject.org/index.php/archives_bazaar

Historical Archives Research - The City Planning Department researched Proposition U, the 1986 ballot measure limiting commercial building in Los Angeles.

Department Outreach - A report on the City's current records disposition schedules has been submitted to the City Attorney for re-approval.

Archives Projects - The project between the City Archives and El Pueblo to harvest and make wine from the Vina Madre grapevines at the Avila Adobe was covered by the Los Angeles Times. <http://www.latimes.com/food/drinks/la-fo-0919-pueblo-20150919-story.html>

ISSUES

None to report.

UPCOMING. . . .

Annual Archives Bazaar - LA as Subject 10th Annual Archives Bazaar at the USC Doheny Memorial Library on Saturday, October 17th. <http://www.laassubject.org/>